

**ST JOHN’S COLLEGE**

**CAMBRIDGE**

**APPLICATION FOR EMPLOYMENT**

This form has **two parts**:

* You must fill out **Part 1** to provide the information we need to consider your application.
* In support of your application you must also submit a *curriculum vitae* and covering letter
* **Part 2** is optional and is for the purposes of monitoring the effectiveness of our equal opportunities policy. We will separate this part from the rest of the form when we receive it and will not use it as part of the selection process.

If you are successful, we will keep your application form. If you are unsuccessful, we will destroy it no later than twelve months from our decision not to employ you.

|  |  |
| --- | --- |
| Position applied for |  |

### PART 1

### PERSONAL DETAILS

|  |  |
| --- | --- |
| Last name |  |
| First name(s) |  |
| Current address  Post code |  |
| Home telephone |  |
| Mobile telephone |  |
| E-mail address |  |
| Immigration status | Are you a settled worker (i.e. do you have the **permanent** right to work in the UK – for example as a British or EEA citizen)?  Yes  No  If no, do you already have **temporary** permission to work in the UK?  Yes  No  If yes, please specify your visa type and visa end date: |
| UK National Insurance number (where held) | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |

### EDUCATION, QUALIFICATIONS & TRAINING

**Education**

Starting with the most recent, please give details of your education. We may ask you to produce qualification certificates if we ask you to attend an interview.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Place of learning | Start date | End  date | Qualification level (if applicable) | Subject | Grade (if applicable) |
|  |  |  |  |  |  |

**Training**

Starting with the most recent, please give details of any training which is relevant to your application. We may ask you to produce qualification certificates if we ask you to attend an interview.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Place of learning | Start date | End  date | Qualification level (if applicable) | Subject | Grade (if applicable) |
|  |  |  |  |  |  |

**Professional Body Membership**

Please give details of any professional body membership which you hold.

|  |  |
| --- | --- |
| Professional body |  |
| Membership level |  |
| Start date |  |

### CAREER HISTORY

Starting with the present, please give details of your full career history. As well as employment, please include any periods of voluntary work, travel, career breaks and unemployment. If you have worked for the College before, we may ask the relevant department about your employment record.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Start date (month/year) | End  date  (month/  year) | Employer | Job title | Key responsibilities | Reason for leaving or notice period (where applicable) | Annual salary |
|  |  |  |  |  |  |  |

### SUITABILITY FOR THE ROLE

Please review the requirements of the role and provide evidence of how you meet these, using specific examples.

|  |
| --- |
|  |

### REFERENCES

Please provide details of two people (not relatives or friends) who will each provide an employer’s reference. Your referees must be your current or most recent employers. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc.

**First reference**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Nature of relationship to you |  |
| Address: |  |
| Telephone number |  |
| E-mail address |  |
| Can we contact this referee before the interview? | Yes  No |

**Second reference**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Nature of relationship to you |  |
| Address |  |
| Telephone number |  |
| E-mail address: |  |
| Can we contact this referee before the interview? | Yes  No |

**ADDITIONAL INFORMATION**

**Disclosure of criminal background**

|  |  |
| --- | --- |
| Have you ever been (i) cautioned (ii) convicted of a criminal offence which is not considered to be spent or (iii) do you have any hearings pending? | Yes  No  If ‘YES’ please provide further information on a separate sheet. |

**Advertising Source**

|  |  |
| --- | --- |
| Where did you first learn about this vacancy? |  |

**Details of relatives at College**

|  |  |
| --- | --- |
| Are you related to anyone at the College? | Yes  No  If ‘Yes’, please give details below |
| Name |  |
| Relationship to you |  |
| Job title |  |

**Other comments**

|  |  |
| --- | --- |
| Any other comments/information that may be relevant to your application |  |

### APPLICANT DECLARATION & DATA CONSENT

The information which you have provided in Part 1 of this form will be used to process your application. The College will process your application in accordance with its data protection obligations and its Data Protection Policy. A copy of our Data Protection Statement is available on the College website and is attached to the job advert for further information about how we process your personal data. Your details may be stored electronically in a password protected system and/or as paper copies in a secure cabinet. Please read the statements below and then sign and date to confirm your acceptance of them.

|  |
| --- |
| * I understand how the College will use and store my personal data, having read the College’s Data Protection Statement. * I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete. * I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal / withdrawal of any offer of employment made to me. * I understand that the College may check all or any of the information provided as part of my application or given in references. * I understand that an appointment, if offered, will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the College regards as satisfactory.   Signature  Date |

### PART 2

### EQUAL OPPORTUNITIES MONITORING (OPTIONAL)

The College is an equal opportunities employer and we are committed to treating all job applications on their merits. We will use the information collected from this optional part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. We will separate this part from the rest of the form when we receive it. We will not use it as part of the selection process. Sensitive information will be used by the College to generate anonymised statistics which will never be presented in a form that allows individuals to be identified.

|  |  |
| --- | --- |
| Position applied for |  |

**Gender**

|  |  |
| --- | --- |
| What is your gender? | Female  Male  Non-binary  Prefer not to say |

**Age**

|  |  |
| --- | --- |
|  | 16-24  25-29  30-39  40-49  50-59  60+  Prefer not to say |

**Ethnic Origin**

|  |  |
| --- | --- |
| What is your ethnicity? | **White:**  British  Irish  White background – other  **Mixed:**  White and Black Caribbean  White and Black African  White and Asian  Mixed background – other  **Asian or Asian British:**  Indian  Pakistani  Bangladeshi  Chinese  Asian background – other  **Black or Black British:**  Caribbean  African  Black background – other  **Other ethnic group:**  Other ethnic group  **Prefer not to say:**  Prefer not to say |

**Disability**

|  |  |
| --- | --- |
| Do you regard yourself as in any way disabled? | Yes  No  Prefer not to say |